

# Residential Tenancy Application



Your Name:

Address of Property you are applying for:

Names of Additional Applicants applying with you for this property (**Please Note: An individual application must be completed for each person over the age of 18:**)

Email: [action@engageproperty.com.au](mailto:action@engageproperty.com.au)

Website: [www.engageproperty.com.au](http://www.engageproperty.com.au)

Address: 603 Pacific Highway, Belmont, NSW, 2280

Phone: (02) 4945 5546

On What date did you inspect the property:

**Please Note:** Your application **CANNOT** be processed unless **ALL DOCUMENTS** are provided with your application as per below checklist.

## CHECKLIST

Provide a copy of at least one form of **photo** identification:

Current Drivers licence, Proof of Age card or Current passport and visa

Provide Copies of your last (3) pay slips showing your income

**If applicable**, copies of your Centrelink statement, child support statement OR family tax benefit statement

**If you are self-employed**, please provide a reference from your accountant confirming your income

**If your income comes from overseas**, clear evidence of the source and amount of income needs to be provided

If you have been living in your own home:

Provide a copy of a recent water account or council rates notice

If your house is being sold, please provide the name and telephone number of the selling agent

## DEPOSIT

Under Clause 24 of the Residential Tenancy Act 2010 and subject to the provision of that clause, if your application is approved, you will then be required to pay within 24 hours a holding deposit equal to one week's rent. If you proceed with the tenancy, the deposit will go towards the rent. If you refuse to proceed and do not enter into an agreement, the deposit will be retained by the landlord. By submitting this application you agree to pay the required reservation fee if your application is approved.

## UTILITY CONNECTIONS

This is a free service that connects all your utilities. If your application is accepted and you wish for these services Engage Property will arrange Direct Connect to contact you to verify the connections to be made. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of submission from Agency to confirm your information and explain the details of the services offered. For all Terms and conditions visit: [www.directconnect.com.au/terms.php](http://www.directconnect.com.au/terms.php)

T: **1300 664 715** F: **1300 664 185**

Would you like utility connections to be arranged for you by Direct Connect?

No / Yes

Please circle which utilities you require:

Electricity / Internet / Gas / Phone / Pay TV / Contents Insurance



YOUR CONTACT DETAILS	EMPLOYMENT DETAILS
Mr / Ms / Miss / Mrs / Other _____	<b>Please provide your current employment details -</b>
Given Name(s):	What is your occupation:
Surname:	Employers Name:
D.O.B: <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	Employers address:
Home Ph:	Contact name:
Mobile Ph:	Contact Number:
Work Ph:	Net income (after tax) per week:
Email Address:	Length of employment:
Drivers License Number:	
Passport Number (except Australian Passports):	
Car Registration Number:	
Bank:	
Branch:	
Emergency Contact—Name:	
Relationship to You:	
Best Contact Number:	
LEASING DETAILS	RENTAL HISTORY
What is your preferred lease commencement date: <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	What is your current address:
How many people will occupy the property: <input type="checkbox"/> Adults <input type="checkbox"/> Children	How long have you lived at your current address:
Names & Ages of Children:	Why are you leaving this address:
	<b>Landlord or agents details for this property -</b>
	Contact name:
	Phone number:
	Email address:
	Fax number:
	Rent you now pay per week:
	What was your previous address:
	How long did you live at your current address:
	Why did you leave this address:
Are you seeking a premises which allows smoking: <p style="text-align: center;">Yes / No</p>	<b>Landlord or agents details for this property -</b>
Do you intend to keep pets at the property? (Any pets must be approved in writing, even if visiting) <p style="text-align: center;">Yes / No</p>	Contact name:
If Yes, Please indicate Number, Type & Breed:	Phone number:
	Email address:
	Fax number:
	Rent you paid per week:
<b>Please provide 2 personal references not related to you:</b>	
<b>1 . Full Name:</b>	
Relationship to you:	
Best contact Number:	
<b>2 . Full Name:</b>	
Relationship to you:	
Best contact Number:	

## DECLARATION/PRIVACY STATEMENT

I offer to rent the property from the owner under a lease to be prepared by Engage Property. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge this application is subject to the approval of the landlord. I declare that all information in this application is true and correct and given of my own free will. I declare I have inspected the premises and am not bankrupt.

I authorise Engage Property to use my personal information to:

- ⇒ communicate with the owner and select a tenant
- ⇒ prepare lease/tenancy documents
- ⇒ allow tradespeople or equivalent organizations to contact me for access during the tenancy
- ⇒ lodge/claim/transfer to/from a Bond Authority
- ⇒ refer to Tribunals/Courts & Statutory authorities (where applicable)
- ⇒ refer to collection agents/lawyers (where applicable)
- ⇒ complete a credit check with TICA or the agents preferred tenancy records data base

I authorise Engage Property to obtain personal information from:

- ⇒ the owner or Agent of my current or previous residence/s
- ⇒ my personal referees and employer/s;
- ⇒ Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that Engage Property may disclose details of any such default to a tenancy default data-base, and to agents/landlords of properties I may apply for in the future.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, Engage Property cannot provide me with the tenancy of the premises. I am aware that Engage Property may access personal information using the contact details provided.

**By checking this box you confirm that you are the person named in this application, that all the information you have provided is correct & in agreement with the declaration above including authority for Engage Property to obtain information as stated?**

Yes, I Agree

Name:

Date:

Signature: